



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date April 17, 1978	1. Agency Address Ga. Dept. of Human Resources /Office of District Programs /State Economic Opportunity Office (Crisis Intervention Center) 618 Ponce de Leon Ave., N.E. Atlanta, Georgia 30306	Application Number <b>78-87</b>	
Application Number DHR-14		Date Received APR 19 1978	Date Completed MAY - 4 1978
2. Person to Contact Steve Schneider		Working Title Auditor II	Telephone Number 894-5323
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input checked="" type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void short-term program no further accumulation			
4. Dates of Series Earliest      Latest 9/77      2/78		5. Records Series Title (followed by title used in office, if different) Crisis Intervention Application Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Health, Family Planning, Developmental Disabilities, Appalachian Health and Child Development, State Office of Economic Opportunity, Volunteer Services, and Title XX Contract Services.  State Economic Opportunity Office has the responsibility to increase the quality of anti-poverty programs in the State through grant review, program implementation, human rights, resource mobilization, and man power technical assistance.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: paying utility bills for eligible clients.  Included are: unnumbered form [SE00 Work Flow Checklist] which gives client Soc. Sec. No., county code number, date received by SE00, date verified for correction, date verification letter sent to utility company, name of utility company, vendor code, amount of bill, signature of certifier; [Emergency Energy-Crisis Intervention Assistance Form] shows client information (name, Soc. Sec. No., complete address, county code, Family data, income eligibility, program eligibility and itemized utility bills, worker's name, letter to utility company for verification from the company as to the amount of the applicant's bill, copy of verification letter from utility co., client certification as to income eligibility, and copy of utility bill(s). File is arranged: by agency; thereunder, by Social Security Number of client or number assigned by Unit.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? emergency program - none anticipated.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) approximately 106 cu.ft.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <u>selected information from papers in</u>

11. Retention Requirements      The following requires the series to be kept: 1 folders

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

for purpose of audit

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Feb. 28, 1978 then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 3 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Computer Printout

Cut off file June 30, 1978; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Edison McDonald</i>		<i>Elizabeth W. Crank</i> Elizabeth W. Crank, C.R.M.	4/4/78

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	5-3-78
Secretary of State/Designee	<i>Carroll Hart</i>	5-2-78
Attorney General/Designee	<i>[Signature]</i>	5-3-78

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)